



**Town of Arlington, Massachusetts**  
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## **Library Trustees Minutes 10-11-2006**

Robbins Library Board of Trustees  
October 11, 2006

### Call to Order

The meeting was called to order at 7:16 PM. Attending were trustees David Castiglioni, Patricia Deal, Katharine Fennelly, Barbara Muldoon, Frank Murphy, Joyce Radochia and Susan Ruderman. Also attending were library director Maryellen Loud and assistant director Cynthia Diminture.

### Approval of Minutes

The minutes of the August 15, 2006 meeting were approved as written on a motion by Ms. Fennelly; seconded by Mr. Murphy. The minutes of the September 18, 2006 meeting were approved with corrections on a motion by Ms. Fennelly; seconded by Mr. Murphy.

### Communications

1. Arlington High School students will be participating in the "I Have a Dream" Civil Rights Tour, taking them to Alabama and Georgia. They will be conducting fundraising events for the trip. As a thank-you to supporters, they would like to exhibit "fundraising footsteps" of donors in the library upon their return. The Board affirmed its support for this project. Ms. Ruderman suggested a coordinating book display. 2. Circulation staff have requested to hold a fine amnesty month in November, as a way to encourage patrons to return overdue materials. This was approved. 3. The Partnership of the Historic Bostons requested that the library host a traveling exhibit kiosk on the history of early Boston. Miriam Butts would coordinate the display and also offered a paid lecture/slide show to share the Partnership's background information on the links and enduring legacies between Boston, Lincolnshire, England and Boston, Massachusetts. The Board discussed whether to offer this program or whether it would more appropriate as a Friends of the Library activity. The Board directed Ms. Loud to explore potential dates for the exhibit and/or program.

### Memorial Lecture Program

Ms. Ruderman updated the Board on the status of the project. She had agreed to approach the Arlington Historical Society about the potential for a co-sponsored lecture. However, a speaker has already been engaged for this program which will be held in March. The consensus of the Board was not to go forward regarding the co-sponsorship. A meeting of the Memorial Lecture Committee will be scheduled.

### Director's Report

The Board reviewed the written report of the director. Questions were asked about moisture and door lock problems and issues with the memorial bench.

### Trustee Goals/Objectives

Mr. Murphy apprised the Board of the philosophy and methodology that he used in re-writing and re-formatting the trustee goals and objectives. The proposed format uses a long-term set of goals followed by specific annual goals and objectives. Ms. Fennelly suggested the formation of a sub-committee to further study and refine the goals/objectives. Ms. Fennelly, Ms. Muldoon and Mr. Murphy agreed to serve on a subcommittee and will meet for a discussion. They will report to the full Board at a future meeting.

### Fundraising

Ms. Loud distributed information regarding a public library matching funds program created through recent legislation. Ms. Loud has set up a separate municipal fund to accept donations to qualify for matching. The goal of the program is to match funds at a ratio of 50 cents/\$1.00, but the first year total allocation makes it unlikely that the funds will be that significant. The Friends of the Library annual allocations could be transferred to the special fund to enable matching.

### Budget Preparation FY08

Ms. Loud reported that department heads have been directed to prepare budget narratives, but she has no other information to report as of yet.

### Author Program

The November 5<sup>th</sup> program with Gail Caldwell will be advertised through a postcard mailing. Ms. Radochia will obtain paper goods and Ms. Fennelly and Ms. Deal will bring refreshments. An effort will be made to obtain names/addresses/email addresses of attendees with the goal of building a new program database.

### Community Read Program

The first book discussion will be held on November 12<sup>th</sup>. At the Serena Koenig lecture on October 25<sup>th</sup>, high school students who read the book "Mountains Beyond Mountains" as summer reading will sell refreshments as a fundraiser for Partners in Health's work in Haiti.

### Revision of Policies

Four revised policies were brought before the Board for approval: 1. Computer Use in the Library 2. Internet Use Policy 3. Study Rooms 4. Tutors. After discussion, the following votes were recorded: Policy 1 approved on a motion by Ms. Fennelly; seconded by Mr. Murphy. Policy 2 approved on a motion by Ms. Fennelly; seconded by Ms. Deal. Policies 3 and 4 approved on a motion by Ms. Fennelly; seconded by Mr. Murphy. Discussion also took place about an individual request for use of the public display table. The policy regarding individual usage will be clarified. Ms. Loud was directed to tentatively schedule the display and to preview and approve the appropriateness of the materials to be displayed.

### Adjournment

The meeting was adjourned at 9:15 PM on a motion by Mr. Murphy. The next meeting will take place on Wednesday, November 8<sup>th</sup> in the Community Room.

Respectfully submitted,

Cynthia Diminture